

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS0392820

Date Posted: 01/31/11

POSITION NO: 240551

Closing Date: 02/11/11

CLASS CODE: 1252

POSITION TITLE: PROGRAMS AND PROJECTS SPECIALIST

DEPARTMENT NAME: DSS/Navajo Nation Program for Self Reliance

DEPARTMENT NO: 39 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N630A

Days: Monday thru Friday

Permanent:

SALARY:

Hours: 8 AM to 5PM

Temporary:

Duration: \_\_\_\_\_ \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.22 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Senior Programs & Projects Specialist will plan, develop, implement, coordinate, and collaborate with non-profit and faith based organizations, private businesses and industries, tribal, state, and federal organizations, school systems, and other entities on new program initiatives including, but not limited to the following: Navajo Nation Fatherhood Initiative, Healthy Families, Navajo Nation Youth Initiatives, and Grandparents Raising Grandchildren.

Assists in the research, development, and implementation of new and continuing project initiatives including, but not limited to researching relevant studies and similar outcomes and practices, identifying short and long range planning goals and objectives; assists with development of program policies and projects and assists with the development of evaluation and assessment tools to achieve program goals and objectives for each new project.

Under the supervision of the Senior Programs & Projects Specialist, works closely with program staff, appropriate tribal and state departments, and private and public organizations & entities to convene meetings and co-sponsor events and activities; assists with public campaigns and establishing advisory boards; assists with monitoring and evaluating progress of each initiative; serves on planning and policy-making committees; provides technical assistance to advisory boards and other working groups.

Assists with the development of data collection instruments; collects, processes, and assists in the compilation and verification of program and research data; analyzes and verifies the data and ensures data integrity, may utilize statistical data software.

Represents the program at various tribal, state, federal, private, and public institutions at planning meetings, trainings, and conferences; presents pertinent information on each new project when necessary to interested stakeholders, partners, and the public; prepares monthly, quarterly, and other required reports; prepares program plans, operational plans, corresponding evaluation, and status reports.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration or in closely related field.

**Experience:**

Four (4) years of program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the duties. **(To receive full credit for education/training, applicant must submit copies of college transcript, certificate, diploma, etc).**

**Special Knowledge, Skills and Abilities:**

Knowledge of the NN Personnel Manual, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor Vehicle Review Board Policies, FAESS Manual, Tribal Family Assistance Plan, PRWORA, 45 CFR Part 286, NN Child Enforcement Policies and Procedures, and other appropriate tribal, state, federal regulations required. Strong writing and presentation skills, knowledge of data collection and data analysis.

**License/Certification Requirements:**

Must pass a criminal background check and employee assessment prior to employment. Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*